

# VISA TRANSFER GUIDE

Here we are going to explain the process for completing a visa transfer for those who are in Korea on a valid E2 visa and transferring to a new school.

In most cases, the school will take the documents to Immigration in order to get the transfer done. In this case, here are the documents that you need to prepare:

## Teacher's Docs (For teacher to prepare and send):

- Original Passport (must send original for processing)
- Alien Registration Card (must send original for processing)
- Letter of Release from current school (see attached)
- Power of Attorney (see attached)
- Signed contract (2 copies of signed contract)

## School Docs (School must prepare):

- Signed contract/계약서(signed by both teacher/school)
- Copy of business license (issued by Korean IRS) (사업자 등록증)
- Copy of Hagwon establishment registration (학원 설립 등록증)
- Affidavit Support by new Hagwon (신원 보증서)

Fee: 60,000 KRW

## The process explained:

1. The teacher gathers all of the required documents and fills out the information on the Power of Attorney.
2. The teacher mails all documents to the school.
3. The school gathers all required documents that they must prepare.
4. When the school receives the documents from the teacher, they put all the documents together and visit the Immigration Office.
5. The Immigration Office issues the visa transfer and stamps the new information in the teacher's passport and Alien Registration Card. Normally they do it all at the same time on the spot.

## FAQ

Q. What is the Power of Attorney for?

A. The school is acting on your behalf for the visa transfer since you are not going in person. The Power of Attorney is a document that says that you give permission to the school to do the transfer on your behalf at the Immigration Office.

Q. What is the Letter of Release?

A. The Letter of Release is a document that verifies that you have completed or will

complete your contract in good standing with the current school you are teaching at. Without this, the visa transfer can't be done.

Q. Who fills out the Letter of Release?

A. Your current school's director must fill it out. If you print off the file above and give it to your school's Director, they can fill it out, sign it, and give it back to you.

Q. Do you really need my passport and ARC? How about a photocopy?

A. The real passport and ARC are required to put the new visa in them. It's just like when you got your passport stamped before coming to Korea; they need the actual passport.